

Subdivision Application Form

Town of Skowhegan Planning Office
225 Water St., Skowhegan, ME 04976
(207) 474-6904
skowcodesec@skowhegan.org

For Staff Use Only:

Subdivision Name: _____
Application Number : _____ Fee Paid: \$ _____

Applicant Information

1. Proposed Name of Subdivision: _____

2. Name of Property Owner: _____
Address: _____

3. Name of Applicant: _____
Address: _____

Telephone: _____
Email: _____
4. Name of applicant's authorized agent: None (Representing Self)
Address: _____

Telephone: _____
Email: _____
5. Person to which all correspondence regarding this application should be sent:

6. What legal interest does the applicant have in the property to be developed:
(ownership, option, purchase and sales contract, etc.)? *(Must attach evidence of
interest to this application)* _____

7. Does applicant have a legal interest in any property abutting the proposed
subdivision? Yes No
If yes, identify by tax map and lot #'s: _____

Land Information

8. **Location of the property being subdivided:**
(From County Registry of Deeds) Book _____ Page _____
(From Skowhegan tax maps) Map _____ Lot(s) _____
9. **Street(s) on which the parcel is located or will access:**

10. **Total acreage of the parcel to be subdivided:** _____
11. **Is any portion of the property within a shoreland zone, as depicted on Town of Skowhegan Shoreland Zoning Maps?** Yes No
12. **Is any portion of the property within a special flood hazard area, as depicted on FEMA Flood Insurance Rate Maps?** Yes No
13. **Has this land been part of a prior approved subdivision?** Yes No
 Or other divisions within the past five (5) years? Yes No
14. **Is any portion of the property to be subdivided located within 500 feet of a municipal boundary?** Yes No If yes, which municipality? _____

Development Information

15. **Number of lots or units:** _____
16. **Does this development propose extension or expansion of any of the following existing infrastructure? (check all applicable)**
 _____ Roads _____ Storm Drains
 _____ Sidewalks _____ Water Lines
 _____ Sewer Lines _____ Other _____
17. **Identify method of water supply to the proposed lots/units.**
 _____ Individual wells
 _____ Central well with distribution lines
 _____ Connection to public water system
 _____ Other, please state _____
18. **Identify method of sewage disposal for the proposed lots/units.**
 _____ Individual septic systems
 _____ Central on site disposal with collection lines
 _____ Connection to public sewer system
 _____ Other, please state _____

19. Identify method of fire protection for the proposed subdivision.
 ___ Hydrants connected to the public water system
 ___ Dry hydrants located on an existing pond or water body
 ___ Fire pond, cistern, or storage tank to be constructed
 ___ Other, please state _____

20. Does the applicant intend to offer to the Town any infrastructure being created by this project?

Street(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated length _____
Recreation Area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated acreage _____
Common land(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated acreage _____
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

21. Will the proposed subdivision require permitting by any other governmental body?

Maine Department of Transportation Yes No permit type: _____
 Maine Department of Environmental Protection Yes No
 permit type (s): _____
 US Army Corps of Engineers Yes No permit type: _____
 Other: Yes No permit type: _____

22. Are any waivers of the subdivision application requirements under Section 5.5 being requested with this submission? Yes No

If yes, please list them and elaborate on separate page:

23. Application Fee and Technical Review Fee required to be submitted with this Subdivision application:

Total Attached \$ _____

PLEASE READ AND SIGN:

To the best of my knowledge, the information submitted in this application is correct. I understand that before this application can be determined to be complete by the Town of Skowhegan, all requested information must be submitted.

 (Signature of Applicant)

 (Date)

***Submit this form and attachments to the Town of Skowhegan Planning Office.
Attachments may be submitted in electronic form. Contact the planning office for submission
instructions.***

Town of Skowhegan Subdivision Application

Submission Checklist

The following items are required for an application to be determined to be complete, unless a waiver has been requested and granted. This checklist is not part of the application form, and may be retained by the applicant.

GENERAL REQUIREMENTS: All applications shall include sufficient and legible copies for technical and administrative review. These shall include:

- Eight (8) copies of the application form, attachments, and plan drawings reduced to fit on 11 x 17 pages. *Except that* reports, plans, or third party permitting materials that exceed twenty pages in length may be submitted in electronic form.
- Three (3) copies of plan drawings at a size of 24 x 36 inches. Subdivision plats shall be drawn at a scale of no smaller than one hundred feet (100') to the inch. Design plans for streets, water and sewer facilities, and other infrastructure shall include plans, profiles, and cross-sections, as appropriate.
- For the final plan only, the page for planning board signature shall be 24 x 36 inches in size and shall be presented on a reproducible, stable based transparent original. Two (2) copies shall be provided, one to be retained by the Town and one to be filed in the Somerset County Registry of Deeds.
- The plat of the final plan shall also be submitted in electronic form, suitable to be imported into the Town's GIS database.

SUBDIVISION PLAN DRAWING: Items to be shown on the drawing shall include:

- Proposed name of the subdivision and municipality(ies) in which it is located, together with assessor's map and lot number(s) and street address if available.
- Name and addresses of the applicant, his/her agent, and the person(s) who prepared the application.
- Contour lines at the interval specified at the pre-application meeting, showing elevations in relation to Mean Sea Level. (Most common contour interval is five feet (5'))
- The number of acres within the proposed subdivision, location of existing property lines, buildings, and other essential existing physical features.
- The date the Plan was prepared, magnetic north point, declination, and graphic map scale.
- The boundary lines of the tract being subdivided and the proposed lot lines with line dimensions and lot areas. (Final lot lines shall also be submitted as shapefiles or CAD.)

- The boundaries of all water bodies, wetlands or significant vernal pools located on the tract, and location of any shoreland zoning boundaries affecting the tract.
- If any portion of the Subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation shall be delineated on the Plan.
- The approximate alignment and dimensions of any road(s) proposed to be constructed or improved to serve the subdivision. (Final plan drawings shall include construction-quality plan, profile, and cross-sections).
- The size, type, and location of water lines, sewer lines, hydrants, fire ponds, drainage facilities, street lights, electric and telephone lines and other utilities designed to service the subdivision. (Final plan drawings shall show construction-quality location and construction detail of utilities to be dedicated to the Town or public utility.)
- The boundaries of any farmland within the tract.
- A location map insert showing an outline of the subdivision and any remaining portion of the owner's property at a scale sufficient to show adjacent roads, water bodies, municipal boundaries and other significant features in the vicinity.

ATTACHMENTS: The following items shall be included in the application package. Some of the items need only be included upon the conditions stated. Reports and other supplementary material may be submitted in electronic form to skowcodesec@skowhegan.org.

- Verification of right, title, or interest in the property by means of a deed, lease, signed purchase and sales agreement or similar document.
- A copy of the deed from which the original survey was based together with copies of all covenants or deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
- A copy of any covenants or deed restrictions proposed to cover all or part of the subdivision.
- Indication of the type of sewage disposal to be used in the Subdivision. *When sewage disposal is to be accomplished by subsurface sewage disposal system*, test pit analyses, prepared by a Licensed Site Evaluator shall be provided. A map showing the location of all test pits on the site shall be submitted. (Form HHE 200 – Page 2 of 3)
- Indication of the type of water supply system(s) to be used in the Subdivision. *When water is to be supplied by public water supply*, a written statement from the water company shall be submitted indicating that the company has capacity to provide sufficient pressure and volume to the subdivision. *When water is to be supplied by private wells*, evidence of adequate ground water supply and quality shall be submitted in

the form of test wells or a written statement from either a well driller or a geologist familiar with the area.

- A description of fire protection measures to be available within the subdivision. Proposed sources of water not associated with the public water supply system must be reviewed by the fire chief prior to submittal of the application.
- A description of any solid waste to be generated that may be unusual due to its volume or composition.
- The names and addresses of owners of record of abutting property, including any property directly across an existing public street from the subdivision.
- A medium intensity soil survey covering the subdivision. *When the medium intensity soil survey shows soils which are generally unsuitable for the uses proposed, the applicant shall provide a high intensity soil survey or a report by a Registered Soil Scientist or Registered Professional Engineer experienced in geotechnics, indicating the suitability of soil conditions for those uses.*
- Identification of any critical natural areas or areas of endangered or threatened species of plants or animals contained in the Maine Natural Areas Program *Beginning with Habitat* database. *If identified, a description of measures to be taken to protect the resource shall be included.*
- An estimate of the amount and type of vehicle trips to be generated on a daily basis and at peak hours. *For subdivisions involving forty (40) or more parking spaces or projected to generate more than 400 vehicle trips per day, a Traffic Impact Analysis, prepared by a Registered Professional Engineer with experience in traffic planning, shall be submitted. The Traffic Impact Analysis shall indicate improvements necessary to maintain the desired level of service on affected streets in the vicinity.*
- An affidavit that no timber harvesting has occurred on the tract within the preceding five (5) years, or if it has, that it has not been conducted in violation of rules adopted pursuant to 12 M.R.S.A. §8869(14). The affidavit may be signed by a licensed forester or an agent of the Maine Bureau of Forestry.
- An estimate of the costs of any public improvements and a proposed form of Performance Guarantee.
- Any other plans or specifications as determined by the Town, necessary to review the Subdivision, including, but not limited to, an erosion control plan, a preliminary street construction plan and a stormwater management plan.